

WBR 1452.231-80 Contractor Reimbursable Travel Costs.

As prescribed in WBR 1431.280(a), insert the following clause in solicitations and contracts that include contractor reimbursement of travel costs.

**CONTRACTOR REIMBURSABLE TRAVEL COSTS -- BUREAU OF RECLAMATION
(JUL 1993)**

(a) In addition to the requirements of the allowable cost and payment clauses of this contract, claimed costs for transportation, lodging, meals, and incidental expenses are allowable subject to the limitations contained in Federal Acquisition Regulation (FAR) 31.205-46(a)(4) provided the method used in paragraph c of this clause results in a reasonable charge.

(b) Costs incurred for lodging, meals, and incidental expenses shall be considered to be reasonable and allowable only to the extent that they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set forth in the:

(1) Federal Travel Regulation, prescribed by the General Services Administration, for travel in the conterminous 48 United States, available on a subscription basis from the:

Superintendent of Documents
U.S. Government Printing Office
Washington DC 20402
Stock No. 022-001-810003-7; or

(2) Standardized Regulations (government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas," prescribed by the Department of State, for travel in areas not covered in subparagraph (b)(1) above, are available on a subscription basis from the:

Superintendent of Documents
U.S. Government Printing Office
Washington DC 20402
Stock No. 744-008-00000-0.

(c) Contractors may choose to be compensated for travel by using the Government per diem rate or the actual expenses method. Payment under either method chosen cannot exceed the maximum per diem rate in subparagraph (b) of this clause unless the contractor receives advance approval by the Contracting Officer under the conditions in FAR 31.205-46(a)(3).

(d) If the per diem rate is chosen, the contractor is required to provide receipts for transportation, lodging, and any other expenditures on the contractor's invoice which are in excess of \$25.00.

(e) If the actual cost method is chosen, the contractor must provide supporting documentation and receipts to support actual costs incurred for all expenditures. Such costs are subject to the limitations stated herein, and the method used must result in a reasonable charge.

(f) The contractor is required to make a good faith effort to obtain the lowest customary standard, coach, or equivalent airfare. This effort can be accomplished by a professional travel representative or an employee of the contractor. The contractor should be prepared to defend any contractor-acquired airfare charges if the Government questions invoiced airfare charges as not being the lowest customary standard, coach, or equivalent airfare.

(g)(1) Airfare costs in excess of the lowest customary standard, coach, or equivalent airfare offered during normal business hours are unallowable except when such accommodations:

- (i) require circuitous routing;
- (ii) require travel during unreasonable hours;
- (iii) involve excessively prolonged travel;
- (iv) result in increased savings that would offset transportation costs;
- (v) are not reasonably adequate for the physical or medical needs of the traveler; or
- (vi) are not reasonably available to meet mission requirements.

(2) Any airfare costs in excess of the above standard must be documented and justified to be allowable.

(End of clause)